

SEATING

No empty seats; saving is fine

COUNT

After Jingle Jam kids leave

DURING MESSAGE

Keep watch but be invisible;
no walking around

COLLECTION

Baskets from altar side, first row & row with
yellow dot next to chair

COMMUNION

EM in front at both Masses

- **3pm:** Front EM - special needs in front row only; Back EM to serve special needs remainder of your section, then serve from the rear of the section
- **5:15pm:** Front EM only, serving all special needs and then regular lines

CANDLE LIGHTING

Start when about ½ section finished
Communion, lighting from the side
opposite Communion lines.

Please do not disturb someone praying.

LOST CHILDREN & PARENTS

- **3pm:** Bring to the Section Director
- **5:15pm:** Radio alert to Host Lead, Josh

EMERGENCIES

Channel 1, 9-1-1 emergency, [location, brief description].